

SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional) Current Directorate of Administration Activities				
FROM: Harry E. Fitzwater Deputy Director for Administration		EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>	NO. DDA 81-1497/16 DATE 30 October 1981	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. <i>me</i> Deputy Director of Central Intelligence		<i>10/31</i>	<i>[Signature]</i>	<div style="text-align: center;"> <p>DO A REGISTRY</p> <p>FILE 04M-1</p> </div> <div style="text-align: right; margin-top: 100px;"> <p>MORI/CDF Pages 2 &amp; 3</p> </div>
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DD/A Registry

81-1497/16

30 October 1981

Executive Registry

81-2540/4

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Current Directorate of Administration Activities [ ]

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[ ] 25X1

2. The Office of Communications has formulated a plan to maintain reliable communications in the Middle East should we lose our Base Station operating rights [ ] The initial step would involve implementing our Tiered Alternate Routing Plan (TARP) and proceeding from there. In relation to this effort, SKYLINK SC-3 site surveys are being planned for Abu Dhabi, Muscat, and [ ] on a priority basis. [ ] A9c4.1 25X1

3. During the period July - September that the Interim Overseas Differential entitlement has been in effect, the number of employees assigned abroad under [ ] in an overpay status dropped from [ ] assigned in the Headquarters area are also in an overpay status). 25X1

4. Representatives from the Office of Information Services met with officials from the Department of State's Classification/Declassification Center to discuss common problems being encountered in classification review. State's representatives reaffirmed their interest in continuing to work closely with the Agency in this area and they expressed particular interest in learning from the Agency's experience in establishing control of reviewed material. [ ] 25X1

5. The first phase of the relocation of the Office of Development & Engineering, DDS&T, to the [ ] was completed on 24 October; the second phase scheduled for this weekend will complete the Agency's move into the Plaza Building. [ ] 25X1

[ ]

7. During 9 - 16 October [ ] Office of Medical Services, visited [ ] where he briefed liaison officials on various aspects of terrorism/counterterrorism. [ ] A9c2.7 25X1

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SOURCES AND METHODS INVOLVED**SECRET**

8. The Safety Group, Office of Security, conducted an unannounced fire drill at the Headquarters Building on 22 October. The 13-minute evacuation time required to clear all personnel from the building is considered satisfactory. ☐

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9. Members of the Office of Security's Information Systems Security Group, along with representatives from the Office of Research & Development, DDS&T, met with the senior staff of the newly-established DoD Computer Security Evaluation Center at NSA to exchange information of common interest. ☐

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10. The Senior Officer Development Course is concluding the Analytical Block, the seventh week of the training program. The class will travel to Chicago next week to observe how large corporate organizations handle a wide range of management issues. ☐

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11. Mr. Peluses of the Foreign Service Institute (FSI) met with members of the Office of Training and Education to discuss our training for administrative officers. He has been tasked to examine our training in this area as a possible model for improving State's training of its administrative personnel. ☐

25X1

12. Two studies by the Language School, Office of Training and Education, have been accepted for presentation at the Northeast Conference on the Teaching of Foreign Languages next spring. This conference represents the largest assemblage of secondary and college level foreign language instructors in the country. ☐

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13. Forwarded herewith is the second working group memorandum prepared by the staff of the Information Handling Systems Architect regarding the continuity and contingency aspects of the Agency's strategic plan. ☐

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Harry E. Fitzwater

Attachment  
As Stated